Job Title: Risk and Safety Administrator

Department: Human Resources

Immediate

Supervisor: Human Resources Director

Origination Date:	10/18/2001
Revision Date:	10/01/2013
Job Grade	609
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages and coordinates the General Liability, property, inland marine, fleet, land use, umbrella, litigation in conjunction with City Attorney's Office, commercial driver's license training and compliance, Workers' Compensation, intergovernmental programs, safety, and accident prevention programs. Position promotes and trains on safety issues and ensures compliance with regulatory agencies to minimize personal injury, accidents, and City liability to promote a safe and healthy workplace. Conducts inspections, investigations, consultations, training, and the coordination of all claims activities. Establishes standards for insurance requirement types and levels of coverage coupled with hold harmless indemnity language to insure protection of the City from financial loss.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Evaluates and prevents potential risk by participating in the development and implementation of safety training and loss prevention programs; resolving safety problems; inspecting and reviewing operations and facilities for risk management provisions; maintaining record systems; identifying risk and determining financial consequences; ensuring that appropriate security, safety, fire protection, and hazardous waste measures are implemented; administering preventative measures; interpreting laws and safety procedures; and leading safety teams.
2	L	Manages program operations by administering the risk and safety budget, monitoring expenditures, researching cost savings, and alternate funding; implementing goals and objectives; establishing policies and procedures for economical operations; maintaining the City's loss prevention, safety, general liability, fleet, inland marine, property, land use, umbrella, and Workers' Compensation policies and administrative guidelines; preparing statistical reports and making recommendations. Develops and provides leadership in creating a "safety first" employment culture.
3	L	Administers loss prevention, safety, general liability, fleet, inland marine, property, land use, umbrella, and Workers' Compensation programs by implementing programs for injuries/exposures, health and medical monitoring, and industrial medicine. Issues statistical reports and investigates all accidents. Advises and instructs staff regarding loss exposures, methods of prevention and control, and compliance with all regulatory agencies. Responsible for motor vehicle safety programs, policies and administrative guidelines, including all Commercial Driver's License (CDL) requirements.

	Physical Strength	ESSENTIAL FUNCTIONS
	Code	ESSENTIAL FUNCTIONS
4	S	Establishes standard insurance requirements for contract, including types and levels of coverage coupled with hold harmless indemnity language to insure protection of the
		City from financial loss. Reviews all contracts that require exceptions to standard
		coverage.
5	S	Works with the City Attorney's office to coordinate preparing employees for depositions and court appearances in response to legal action involving the City where the general liability and related coverage or Workers' Compensation polices would respond.
6	S	Performs administrative tasks in relation to the administration of risk management; coordinating and providing minutes for Risk Management Committee meetings; assisting with billing issues; and educational e-mails on Risk Management and Safety related issues.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read general correspondence, memorandums, letters, reports, and federal, state, and city regulations and laws at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. Must have the ability to create statistical reports on injury rates, premiums, industry averages, ratios, etc. All at a college level.
Writing	Work requires the ability to write business memorandum, statistical reports, and office correspondence at a college level.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Moderate – Oversees budget preparation of a program budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for City-wide budget expenditures.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely $O = $		F = Frequently	C = Constantly	
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time	

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	 ☑ Making presentations ☑ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O □ F □ C	 ☒ File drawers ☒ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	 ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment 	Climbing	□ N ⊠ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools ⊠ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☑ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	□ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	•	, -	

Physical Demands (continued)								
Machines, Tools, Equipment and Work Aids:								
Typical Office Equipment: Copier, Printer, Calculator, Telephone, Fax Machine, Vehicle.								
Commutan Equipment and S	o C4-reares							
Computer Equipment and S		6 O.C. C :						
Risk Information Management System F	K.I.M.S., Micro	soft Office Suit	ie					
Environmental Factors:								
Environmental Conditio	ns	Never	Seasonally	Several T	imes	Several Ti	mes	Daily
			-	Per Mo	nth	Per Wee	k	
Extreme temperature	am outsid-			×				
(heat, cold, extreme temp. changes frowork)	om outside					Ц		
Wetness and/or humidity			×					
(bodily discomfort from moisture)				Ц				
Respiratory hazards (fumes, gases, chemicals, dust and dir	rt)			×	\boxtimes			
Noise and vibration	11)	□ □						
(sufficient to cause hearing loss)		×						
Physical hazards								
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	aggressive							
prisoners, putrents <u>not eustomers</u>)								
Health and Safety Condition		T			ı			
Health and Safety Conditions	N = Never	R = Rarel	•	ccasionally				Constantly
	Never occurs	Less than hour per we		r more of e time		the time		or more of the time
Mechanical hazards	×		CK III		OI			
Chemical hazards		X						
Electrical hazards		X						
Fire hazards		X						
Explosives	X							
Communicable diseases	×							
	Physical danger or abuse							
Other (specify)						Ц		
Primary Work Location:								
✓ Office Environment								
□ Warehouse								
□ Shop								
□ Vehicle								
☐ Recreation Centers/Neighborhood Centers								
Outdoors								
☐ Other (Specify)								
Protective Equipment Requi	red:							
Safety glasses Z87+, safety boots, hard h	nat, Type II Ves	st, Type II Jack	et					
1								

Job Demands

Overall Strength Demands:

Overall Strength Demands					
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.				
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.				
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.				
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.				
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.				

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		\boxtimes		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	X			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		X		
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Comments:_